

Appendix V

Test Incident and Corrective Action Reporting

Section I

DA Form 7492, Test Incident Report

V-1. Purpose

The purpose of this appendix is to provide information on the processes and procedures for reporting DT and OT test incidents and corrective action information to the Army Test Incident Reporting System (ATIRS) that supports the continuous evaluation process.

V-2. Overview

a. In order for the continuous evaluation process to function effectively, program managers, combat developers, functional proponents, system evaluators, and others participating in the acquisition process must be informed of system performance during tests in a timely manner in order to initiate corrective actions to system problems. The RAM IPT, RAM Scoring Conference, and Assessment Conference members use test incident reports and corrective action information to form the basis for the assessment of RAM and integrated logistics support (ILS). (See AR 700-127.)

b. A sample Test Incident Report (TIR) is depicted at figure V-1. A TIR is used to capture the minimum essential data on test incidents as they occur. It contains test incident (TI) data and corrective action (CA) data (see sec II) that are merged together by ATIRS at Aberdeen Proving Ground, MD. *TIR preparation instructions are at section III of this appendix.* Figure V-2 illustrates an example of special requirement data.

c. ATIRS is a restricted database that stores all test incident and corrective action information. It provides an Army standard method of electronically exchanging, storing, processing, and reporting on results of testing and other test-related information (such as, non-RAM data on performance, firing records, required documents (for example, TEMP and ORD), and armor vulnerability). As such, ATIRS provides a centrally accessible T&E enterprise for programs and IPTs to facilitate quality assurance, evaluations, and modeling/simulation truth data.

d. ATIRS has three on-line interface modes:

(1) *Terminal Mode.* Through supplied menus, the user selects the data required, and it is displayed on the user's terminal screen in one of several fixed TIR formats. To use terminal mode, the user requires a PC running terminal emulation software.

(2) *HP Information Access Mode.* This requires the use of HP Information Access for Windows software, which permits easy, structured queries of the database. Information Access enables the user to perform data reduction, customize formats, and convert selected data to a variety of familiar PC formats such as LOTUS and EXCEL.

(3) *Web Browser or Internet Mode (Vision).* Under the ATC Vision concept, users are able to gain password-protected access to ATIRS via the Vision Web page located at (<https://vision.atc.army.mil>). Here, all TIRs are hyperlinked to flat text files, with further hyperlinks to digital galleries of photos, drawings, or other multimedia products.

e. The U.S. Army Aberdeen Test Center, part of the U.S. Army Developmental Test Command, administers the ATIRS. Assistance is available by electronic mail (atirs@atc.army.mil) or by submitting a request to Commander, U.S. Army Aberdeen Test Center, ATTN: CSTE-DTC-AT-TC-C (ATIRS Administrator), 400 Colleran Road, Aberdeen Proving Ground, MD 21005-5059.

V-3. Guidance and responsibilities

a. The tester (Government or contractor) is responsible for preparing TI data for pre-Full Rate Production tests and those tests in the production and deployment phase that support a materiel release decision. Regulatory guidance requires the preparation of TIRs for all tests identified in the TEMP. TI data may also be prepared for other tests, as required by the program manager or other test sponsors.

b. The PM is responsible for preparing CA data for input into ATIRS for critical and major TIRs as a minimum (see para V-4e for definitions). While minor TIRs may not require corrective action, they should be reviewed to determine if there may be a requirement for any corrective action.

c. A corrective action review team (that is, comprised of the PM (chair), CBTDEV/FP, and the system evaluator) reviews all CA data and associated TI data to verify that proposed corrective actions are appropriate and effective. The testers serve as advisors to the review team.

d. Malfunctions of standard ammunition or standard items used with developmental or experimental ammunition (for example, a charge used to propel experimental projectiles); issued for comparison purposes during research, development, or testing; used for seating, warming, spotting, or other purposes during testing; or being evaluated for lot acceptance purposes are excluded from the TIR submission requirement. For these instances, the reporting procedures outlined in AR 75-1 will be followed.

TEST INCIDENT REPORT (AR 73-1)		1. Release Date: 02 Jul 2001									
2. Test Title: PERFORMANCE OF Z SYSTEM		3. Test Project #: 1-ZZ-120-ZSY-012	4. TIR #: KX-D000021								
5. Test Agency: MY PLACE		6. Test Sponsor: PM Z SYSTEM									
7. System: Z SYSTEM		8. Original Release Date: 02 Jul 2001									
I - MAJOR ITEM DATA											
10. Model: MXYZI ZSYS CARGO		Test Life:	Units:								
11. Serial #: C-0217B-JB		21. 282.0	MILES								
12. USA #: N1-1528		22. 23.1	ENGHRS								
13. Mfr: ARMORED WHEELIES, INC.		23. 0.0	MHEHRS								
14. Contract #: DAAE07-92-Z-X001		24. 0.0	MHECYC								
15. Item #: 217		25.									
II - INCIDENT DATA											
30. Title: WIRE HANGING FROM WIDGET		40. Date & Time: 29 JUN 2001 1250 EST									
31. Subsystem: WIDGET		41. FD/SC Step #: 05-									
32. Incident Class: MAJOR		42. FS/SC Class: EFF									
33. Observed During: OPERATIONS		43. Chargeability: HARDWARE/CFE									
34. Action: MAINTAINED		44. Incident Status: PRELIMINARY									
46. Categories: RAM											
47. Keywords:											
Test Environment:	Type:	Condition:									
48. OPERATIONS	HILLY CROSS COUNTRY	DRY									
49. Disposition: MISSING/LOST											
III - INCIDENT SUBJECT DATA											
50. Name: TERMINAL END		60. FGC: 06130112									
51. Serial #: NA		61. LSA #: NA									
52. FSN/NSN: UNKNOWN		Part Life:	Units								
53. Mfr: UNKNOWN		62. 282.0	MILES								
54. Mfr Part #: UNKNOWN		63. 23.1	ENGHRS								
55. Drawing #: NOT SHOWN		64. 0.0	MHECYC								
56. Quantity: 1		65. Next Assy: WIDGET									
57. Action: REPLACED		66. Serial #: NA									
58. (NOT USED)		67. Software Version #: NA									
IV - MAINTENANCE DATA											
70. Diagnostic Clockhours:	00:10	80. Type: UNSCHEDULED									
71. Diagnostic Manhours:	00:10	81. Level Used: UNIT									
72. Active Maint Clockhours:	00:02	82. Level Prsc: UNIT									
73. Active Maint Manhours:	00:02	83. Level Recm: UNIT									
V - INCIDENT/MAINTENANCE DESCRIPTION											
90. Wire hanging from widget - system shutdown. Repaired. At 1250, during operations, the system shut down. Organizational level maintenance was called. A wire with the terminal end missing was found hanging from the widget. Maintenance installed a terminal end and reattached the widget wire to the gadget screw. The system was restarted with no problem.											
MAINTENANCE TIME BREAKDOWN											
DateSt	DateEd	TmSt	TmEd	Level	Delay	Type	Dgchrs	Tmchrs	Dgmhrs	Tmmhrs	App
010630	010630	1310	1322	UNIT	NA	UNSC	00:10	00:02	00:10	00:02	Y

Figure V-1 (PAGE 1). Sample DA Form 7492, Test Incident Report

TIR Number: KX-D000021			Page Number: 2		
PARTS DATA					
Nomenclature	FGC	MfrPart #	Miles	Level	Qty Action
TERMINAL END	0613	UNKNOWN	282.0	UNIT	1 CONSUME
Name, Title & Phone of Preparer:			Releaser:		
98. I. C. TEST TEST DIRECTOR DSN XXX-XXXX			99. I. RELEASE CHIEF, LIGHT TACTICAL VEHICLE BR DSN XXX-XXXX		
VI - CORRECTIVE ACTION DATA					
CA Status:		CA Entry Date:		CA Date Reviewed:	
100. NOT REQD		101. 20 Jul 2001 REV # 0		102.	
CA Date Proposed:		CA Date Verified:		CA Date Completed:	
103. 20 Jul 2001		104.		105.	
106. Developer's Analysis of Problem: TERMINAL END WAS PULLED OFF - MAINTENANCE/FACTORY ERROR.					
107. Status/Description of Corrective Action: NO C/A REQUIRED					
108. Test Results on Corrective Action:					
109. Planned Production Implementation:					

Figure V-1 (PAGE 2). Sample DA Form 7492, Test Incident Report—Continued

Example:

36. Special Requirements Data: Subsystem Code: B2 Hazard Severity: CRITICAL MRF: 020	Para/Page: 21111/545 Sub Cause: GUN/TUR DRIVE & STAB Sub Cause Code: B2
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Figure V-2. Sample block 36 special requirements data

e. Incidents from developmental software tests conducted specifically to surface software failures for correction by software programmers/engineers are reported in accordance with IEEE/EIA 12207, Information Technology-Software Life Cycle Processes.

V-4. Test incident data

a. The tester (Government or contractor) prepares the TI data portion of the TIR (that is, header blocks 1-8 and sections I through V). *Section IV to this appendix depicts the TI data stream.* TI data are prepared for each test incident occurring on an identifiable test item or system, regardless of the number of times the test incident occurs. TI data are also prepared for test incidents involving Government-owned products, such as items covered by a warranty or Government-furnished equipment. The materiel developer item manager will prepare a Quality Deficiency Report (QDR) based on the TIR input (see AR 702-7 and AR 702-7-1). A separate QDR will not be prepared by the tester.

b. Some groupings of incidents are authorized for minor or extremely frequent occurrences that do not impact mission reliability. When an incident involves a problem that does not require maintenance (such as an inherent operational defect, safety, or human factors engineering (HFE) problem) and the problem can be determined by inspection or examination to be common to all samples of the test item that are accessible to the tester, the tester may prepare a single TIR that addresses the problem (in lieu of a TIR for each test item).

c. TI data will be prepared whenever the need arises during pretest, test, or post-test activities to report—

(1) The non-receipt of all or part of any applicable test support package, an inadequacy in the components of a support package (in particular the System Support Package (SSP)), or an incomplete System Support Package Component List (SSPCL).

(2) The start of test, to establish a record of the test start date, major component serial numbers (for example, engine or transmission), and the starting hours for the major components.

(3) The receipt of materiel in unsatisfactory condition for test.

(4) Any functional area characteristic, defect, or discrepancy (actual or incipient) that affects, may ultimately affect, or pertains to health, safety, environmental, operational suitability or effectiveness, or compliance with contract specifications or requirements documents of the test item/system (to include its hardware, operator or crew and maintenance personnel, prescribed training, publications, tools, diagnostic and support equipment, and associated software).

(5) The need for, or accomplishment of, a scheduled preventive maintenance check and service, if the maintenance data associated with the task are to be scored as chargeable and scheduled and will be used in the computation of maintainability statistics for the test.

(6) The need for, or the installation of, a modification to an end item or its associated software. Block 90 of the TIR will address the effects on previously reported test conditions.

(7) The need for installation, removal, adjustment, repair, or replacement of a component, assembly, or software for reasons other than above.

(8) The completion of off-item component or assembly repair (whether accomplished by the tester or by the contractor or manufacturer, on or off the test site) if such maintenance is not reported with the basic incident.

(9) The end of test, to establish a record of the test end date and the ending hours for the major components.

d. In addition, TI data may report a summarization of subtest results (for example, performance, safety, or HFE) and/or the achievement of important milestones in the test program (for example, receipt or shipment of the test item(s), or commencement or completion of testing or a specific phase of testing).

e. Each TIR will be assigned a TIR classification value by the tester that reflects the degree of seriousness of the reported incident or test findings, regardless of cause, frequency, or expected probability of occurrence. The four acceptable TIR classification values are as follows:

(1) *Critical*. A Critical TIR—

(a) Involves a catastrophic or critical hazard related to health or safety of personnel (death or severe injury or occupational illness; Categories I and II per MIL-STD-882D).

(b) Involves a catastrophic safety hazard to the item/system under test (unplanned system loss; Category I per MIL-STD-882D).

(c) Reports test results that make test suspension or termination advisable.

(2) *Major*. A Major TIR—

(a) Involves a marginal hazard to health or safety of personnel (Category III per MIL-STD-882D).

(b) Involves a critical safety hazard to the item/system under test (unplanned major system damage; Category II per MIL-STD-882D).

(c) Reports the inability of the test item (including diagnostic equipment, tools, publications, software, and so forth) to meet a critical or essential functional area, design, or performance requirement.

(d) Reports subtest results that reflect inadequate performance.

(e) Involves two or more repetitive minor TIR incidents (see below) in which their cumulated effect could result in any of the above four conditions.

(3) *Minor*. A Minor TIR—

(a) Reflects an actual or incipient malfunction, defect, hazard, or negative finding that does not qualify as critical or major.

(b) Reports subtest results that reflect marginal performance.

(4) *Information*. An Information TIR reports modification to the tested item, current condition of the tested item, test findings, subtest results, safety release information, or other types of information.

f. If the cumulative effect of two or more repetitive minor TIR incidents exhibiting the same manifestations meets the definition for a major TIR, then a major TIR may be written. This major TIR is written when the repetitiveness is considered serious enough to warrant a major TIR. As additional repetitive incidents occur, each incident is classified accordingly. This may result in additional major TIRs. Each such major TIR will describe how the repetitiveness justifies a major TIR and will list the preceding related TIRs that led to this major TIR.

g. A change or addition to information contained in distributed TI data (that is, a more complete analysis, description of deferred maintenance, TIR reclassification, incorporation of scoring conference results, or addition of any other data that is required to complete or update the TI data) will be accomplished by issuing revisions to the original TI data. The revision will replace the original TI data (or previous revisions) in ATIRS and in any other files (manual or otherwise) that may be created in ATIRS.

h. In revising previously submitted TI data, the original data must be accounted for by reporting the information that has been revised in block 90 of the TIR. The basic TIR number assigned in block 4 is not to be altered; however, block 1 will identify the revision number and date. In those instances where the TI data are revised to change the TIR incident classification, block 90 must provide rationale for the change.

i. The tester will electronically transmit the TI data and revisions, if possible, by dial-in or TELNET (provided ATIRS access is authorized) or by electronic mail (atirs@atc.army.mil) to ATIRS using the data streams specified in figures V-3 and V-4. If a data stream is not possible, then the TIR form of figure V-1 (excluding sec VI) may be transmitted in ASCII format after coordination with the ATIRS administrator. No hardcopy TI data will be submitted to ATIRS. Data will also be distributed to other users per agreements reached by T&E WIPT members.

j. If electronic transmission capability does not exist, then other electronic storage media of the test incident or corrective action information will be forwarded to ATIRS (address in para V-2e) for inclusion in the database. Media compatibility must be verified with the ATIRS administrator prior to mailing.

k. Distribution of TI data that are prepared for tests other than those identified in the TEMP is limited to the addressees designated by the program manager, other test sponsor, or the tester.

l. The PM will prepare a listing, based on agreements reached by the T&E WIPT members, for distribution of photographs and classified TI data. The VISION/ATIRS Web site (<http://vision.atc.army.mil>) may be used to store pictures, graphics, video segments, and documents associated with the test incident for access by appropriate participants.

m. All TI data must be validated before being released and distributed. The following timelines are provided as goals:

(1) *Critical TIRs*. The tester notifies the program manager by telephone within 24 hours after detection of the incident and distributes the TI data within 24 hours. Critical TIR data are transmitted electronically to the program manager, T&E Manager, higher headquarters test manager, logistician, system evaluator, and the ATIRS administrator. Electronic message notification does not negate the requirement for accident reporting per AR 385-40.

(2) *Major, Minor, and Information TIRs*. The tester prepares and distributes the TI data as soon as the data have been validated. The goals are to distribute the TI data within 3 workdays after detection of the incident or completion of the subtest for major TIRs, 5 workdays for minor TIRs and 10 workdays for information TIRs. Distribution should

not exceed 10 workdays for any TI data. Revisions to TI data should be accomplished and distributed within 10 workdays after the need for the new information or correction is detected.

n. If test materiel is received in unsatisfactory condition for testing and it is the opinion of the tester that the unsatisfactory condition may jeopardize test objectives, invalidate test results, or render testing unsafe, the tester (after coordination with higher headquarters test manager) should notify the materiel developer by telephone.

(1) If corrections can readily be made with no delay in scheduled test initiation, the tester (after coordination with higher headquarters) should obtain telephonic concurrence from the program manager and initiate corrective actions or repairs. This means being able to place the item/system in serviceable condition in accordance with the contract specification or standards using available maintenance/repair capabilities. A major TIR will be written.

(2) If corrections cannot readily be made, the tester (after coordination with higher headquarters) should telephonically recommend test rescheduling, suspension, or termination and, if applicable, request disposition instructions for the test item(s) or system from the materiel developer. A critical TIR will be prepared.

Section II

Corrective Action

V-5. Corrective action data

a. The PM prepares the CA data portion of the TIR form (see fig V-1, sec VI, and para V-12). Figure V-4 identifies the CA data stream. The information will reflect a program manager's analysis of the problem and the status or description of corrective action. If no corrective action is proposed, it will be documented in this section with appropriate justification. CA data will be prepared with the best information available at the time of preparation, even though the information may be incomplete.

b. Whenever possible, the PM should implement the necessary corrective actions during the conduct of the planned test program. This provides the system evaluator the opportunity to analyze the corrective action and determine the need for any additional testing. If a corrective action is implemented during testing, the tester will prepare TI data on the incident.

c. Whenever narrative CA data items (blocks 106 through 109) are revised, the original data must be retained. Revisions may either add data or change erroneous information by citing the old and adding the correction.

d. Each corrective action taken is assigned a classification value that reflects the status of the corrective action. The acceptable corrective action status classifications are as follows:

- (1) *Open.* An open corrective action status means that correction action has not been identified or proposed.
- (2) *Proposed.* A proposed status means that corrective action is required and a potentially acceptable corrective action has been identified and proposed.
- (3) *Verified.* This status means that corrective action is required and a corrective action has been verified as adequate by the test or analysis.
- (4) *Reviewed.* The reviewed status means that corrective action is required and a corrective action review team has reviewed the proposed corrective action for appropriateness and effectiveness.
- (5) *Completed.* This status means that corrective action is required and has been approved for production.
- (6) *Incomplete.* An incomplete status means that correction action is required but could not be completed because of circumstances outside the control of the program (for example, no funds, program cancellation, court ruling, or manufacturer out of business).
- (7) *Not Required.* As implied, this classification means that a corrective action is not required.

e. The initial CA data will be submitted to the ATIRS administrator within 60 days of the date reflected in the TIR release date (block 1 of the TIR). Subsequent updates are submitted as appropriate.

f. A change or addition to corrective action information previously distributed is submitted to ATIRS as revised data. The revised data replace the original corrective action information in ATIRS.

g. The CA data will be electronically transmitted by dial-in or TELNET (provided ATIRS access is authorized) or by electronic mail (atirs@atc.army.mil) using the format of paragraph V-11. If the PM does not possess electronic distribution capability, the data will be prepared in accordance with the format of paragraph V-11 and provided on tape, floppy disk, or other electronic storage media to the ATIRS administrator (address in para V-2e) for input into the database. No hardcopies will be submitted.

h. The PM will prepare a listing of recipients (using the list agreed to by the T&E WIPT members) for distribution of basic CA data, photographs, classified information, or other information related to a corrective action. The VISION/ ATIRS Web site (<http://vision.atc.army.mil>) may be used to store unclassified pictures, graphics, video segments, and documents associated with the test incident or corrective action, for access by appropriate participants. Distribution of CA data for tests other than those identified by the T&E WIPT is limited to the addressees designated by the program manager.

V-6. Corrective Action Review Team

a. The Corrective Action Review Team (CART) will review all CA data and associated TI data and may meet

separately or concurrently during any other convenient meeting where corrective actions might be discussed. Telephonic meetings are acceptable and encouraged. For corrective actions concerning critical and major TIRs involving a safety hazard, coordination must be accomplished with the safety community before the team convenes.

b. When any member nonconcurs with the proposed CA status decision, the PM (as chair) will attempt to resolve the issue. If it cannot be resolved, the PM will advise all members of the final decision. If nonconcurrence is still an issue, the member nonconcurring will raise the issue to the next level of management for resolution and concurrently advise the PM of action taken.

c. When the CA status is changed, the PM will transmit a CA data stream to ATIRS with the changed CA status information. CA status changes to "REVIEWED" can occur only after—

(1) Appropriate concurrence by the CART.

(2) Withdrawal of nonconcurrence or resolution by immediate or final decision authority has occurred.

d. In support of the continuous evaluation process, the PM will submit the changed CA status information to ATIRS as soon as possible or when the CART has reviewed and verified the corrective action.

V-7. T&E Working-level Integrated Product Team (T&E WIPT)

a. The T&E WIPT plays an active role in developing the T&E program and integrating various disciplines and interest. Therefore, it is the perfect medium to effect necessary actions crucial to the TIR process. Prior to the first T&E WIPT (or any subsequent T&E WIPT, if required), the PM and tester will contact the ATIRS administrator for a list of possible values for the TIR blocks shown in paragraphs V-7b and V-7c. This list will form the basis for agreement or understanding of standard values at all meetings and ensure consistency of terms across all test phases and milestones.

b. At the first T&E WIPT, the PM and testers (or higher headquarters test representative) will lead discussion to establish acceptable unique values for block 2 (Test Title) and block 7 (System) so that consistency can be maintained between tests.

c. Prior to each test, the PM and testers (or higher headquarters test representative) will lead the following actions in subsequent T&E WIPTs to—

(1) Establish unique values to be registered with ATIRS for the following blocks:

(a) Test Agency (block 5).

(b) Test Sponsor (block 6).

(c) Model (block 10).

(d) Manufacturer (block 13).

(e) Contract No. (block 14).

(f) Subsystem (block 31).

(g) Failure Definition/Scoring Criteria Classification (block 42).

(h) Chargeability (block 43).

(2) Establish the format and units of measure to be registered with the ATIRS administrator for the following blocks:

(a) Test Life: Units (blocks 21–25).

(b) Part Life: Units (blocks 62–64).

(3) Discuss possible data values desired to be recorded during test for the following blocks:

(a) Action (blocks 34 and 57).

(b) Categories (block 46).

(c) Keywords (block 47).

(d) Test Environment; Type; Condition (block 48).

(e) Disposition (block 49).

(f) Type/Level Used/Level Prescribed/Level Recommended (blocks 80–83).

(4) Discuss security guidance and procedures on data handling. If competition sensitive data are involved, determine authorizations and data restrictions to ATIRS and submit to the ATIRS administrator.

(5) Establish a distribution list for the TI and CA data to be used by TIR users (that is, PM, system evaluator, developmental and operational testers, logistician, combat developer or functional proponent, and T&E manager). The list should include format (for example, data stream and TIR form text format), distribution method (for example, computer transfers, electronic mail, floppy disk, and hard copy), mail address, and electronic mailbox address for each recipient. For the electronic mailbox address, include the recipient name or point of contact and phone number.

(6) Determine recipients of hard copy information, such as classified photographs or other information related to TI data.

(7) Determine data collection procedures for all of the test and commodity-unique additions.

(8) Determine capabilities and procedures of participants in implementing provisions of this handbook (for example, how contractor TI data are processed for input to the system evaluator and the ATIRS administrator).

d. After the T&E WIPT and prior to commencement of testing, the program manager (in coordination with the tester) must then register the T&E WIPT acceptable values (see paras V-7b and V-7c) with the ATIRS administrator. Registration is accomplished through either electronic mail, facsimile, or in writing to the ATIRS administrator.

e. All additions to the blocks in the TIR or changes to the values agreed to by the T&E WIPT must be coordinated with the ATIRS administrator so that consistent, readily identifiable data can be stored, retrieved, and used.

V-8. Security

a. Because TIR data are transmitted, stored, and accessed via unsecured media, care must be taken to ensure that documents provided to ATIRS contain no classified information. In the event that information pertaining to a test incident is classified, the information will be published separately in a classified TIR and distributed to the listing agreed to by T&E WIPT members. In addition, an unclassified TIR referencing a classified TIR will be provided to ATIRS.

b. Instructions on handling classified documents from automated equipment are contained in AR 380-5. It is the responsibility of both originators and recipients to safeguard the classified information per AR 380-5. Since portion markings are not possible on the TIR, the individual blocks in a classified TIR need not be marked provided that—

(1) Classification markings are placed top and bottom.

(2) A statement is included in block 90 showing the source of the classification, full address of proponent, and declassification date/event/Originating Agency's Determination Required (OADR).

(3) A statement is provided in block 90 listing the classified block numbers and their classification levels. In addition, a statement will be provided to indicate that other blocks not listed are unclassified.

c. The tester should consult the program security classification guide for classification of program data or the program manager when classification of cumulated data is in question. The program manager should address Operations Security (OPSEC) and Competition Sensitive (CS) implications of TIR information prior to commencement of pretest activities. If the reports are expected to contain OPSEC information, the program manager will notify the document originator and the ATIRS administrator of any limits to be placed on content, electronic mail distribution, storage, or interactive access per AR 530-1. Similar procedures will be followed for reports expected to contain proprietary or CS information.

d. Access to the ATIRS database is requested through the ATIRS administrator. As a default, Government users will have open access to ATIRS databases, unless the program manager or tester restricts the data access. All contractors are restricted and can access only data authorized by the program manager or tester. The T&E Manager will have access to all data associated with his commodity command.

Section III

Test Incident Report Preparation Instructions

V-9. Introduction

This provides preparation instructions for the Test Incident Report (TIR) form. Two data types are addressed:

- *Test incident (TI) data.* TI data blocks are contained in sections I to V of the TIR form. Paragraph V-11 and figure V-3 provide instructions on preparing these blocks. The TI data are the responsibility of the tester.
- *Corrective action (CA) data.* CA data blocks are contained in section VI of the TIR form. Paragraph V-12 and figure V-4 provide instructions on preparing these blocks. The CA data are the responsibility of the program manager. These data are provided to ATIRS using the data stream format specified in figures V-3 and V-4. ATIRS will reproduce the data into the TIR form format.

V-10. General Instructions for completing a Test Incident Report

a. Enter all data in either numbers, upper-case letters, or combinations thereof. The exceptions are section V (Incident/Maintenance Description) and blocks 106-109, which may be upper-case and lower-case letters.

b. Do not leave any blocks blank that are designated "MUST FILL."

c. Left-justify all entries unless otherwise stated in the instructions.

d. When inputting data into ATIRS using the TIR form, follow exact placement and field lengths for the data elements to facilitate successful automated pickup of data.

e. When submitting electronically, submit all characters in ASCII format. The characters "`,`" and "`\" and the tilde are not permitted in the text as data values. Control and graphics characters are also not allowed.

f. If the TIR is distributed by hardcopy, use either 10-pitch or 12-pitch type. Do not mix pitch types; that is, data in 12-pitch should not be entered on a 10-pitch form.

V-11. Completion of sections I to V of a Test Incident Report

Specific instructions follow for completing each area or section of the TIR. Additional items to note:

a. *Sections III and IV.* Sections III and/or IV can be omitted if the incident does not involve a part/component or maintenance action.

b. *Required for reference.* Some or all of the following materials for the item/system under test are required for reference while preparing TIRs:

- (1) System Support Package Component List (SSPCL).
- (2) Technical manuals/equipment publications.
- (3) Maintenance Allocation Chart (MAC).
- (4) Repair Parts/Special Tools List (RPSTL).
- (5) Logistic Support Analysis (LSA) Control Numbers from the LSA Record (LSAR).
- (6) Failure Definition/Scoring Criteria (FD/SC).
- (7) Technical Bulletin 750-93-1 (Functional Group Codes).

c. *TIR header area.* Fill in the TIR header area (blocks 1 through 7) on every TIR that is prepared.

BLOCK 1. Release Date: (cols. 59-78, X(20) maximum)

Enter the date (in DD MMM YYYY format) that the TIR was released for distribution. If a revised TIR is to be issued, change the release date to the release date of the revision, followed by a space, the phrase REV #, space, and the revision number. Allocate two spaces for the revision number. If only one space is used, fill in the first space with a 0. This is a "MUST FILL" block. Examples follow:

Original TIR: 04 AUG 2001

Revised TIR: 06 AUG 2001 REV # 01

BLOCK 2. Test Title: (cols. 6-39, X(34) maximum)

Enter the title that has been assigned to this test. This is a "MUST FILL" block.

Note. Contact ATIRS to specify the test title name prior to commencement of testing.

BLOCK 3. TestProject #: (cols. 45-64, X(21) maximum)

Enter the test project number that has been assigned for this test. This is a "MUST FILL" block.

Note. For tests conducted by the U.S. Army Developmental Test Command (DTC) test centers, this will be the DTC Test Resource Management System (TRMS) number, complete with hyphens but without the test center funding code (for example, 1-VC-010-577-011). For tests conducted by activities outside of ATEC, other project numbers may be applicable. A project number is always required to maintain a unique record number for the project in the database.

BLOCK 4. TIR #: (cols. 68-77, X(10) maximum)

Enter the TIR number that has been assigned for this TIR. This is a "MUST FILL" block. Do not change the TIR number (because of TIR revisions, supplementation, or other reasons) once it has been assigned.

Note. The TIR number is made up of two parts as follows:

a. The first part (first 4 characters) identifies the TIR as resulting from a specific test by a specific tester, keeping it apart from other tests by the same tester on a given system or model. The value assigned to this part is to remain constant for the duration of the test and will consist of the following:

(1) The first and second positions are used to identify the tester. The value to be assigned will be the installation funding code for the tester (if Government) or for the program sponsor (if the test is being conducted by a contractor).

(2) The third position is to contain a hyphen (-).

(3) The fourth position is used for a test sequence code (values A through Z) that relate to the number of tests that have been performed by the tester on a given system or model (for example, assign "A" for the first test of a given system by a given tester). Zero-fill this position when not used.

b. An example of the first part entry for the fifth test at the U.S. Army Aberdeen Test Center (ATC) on a given system is K2-E. After the alphabet has been exhausted (excluding "I" and "O"), use the first position from the second part of the TIR number for additional codes (for example, K2-AC). Zero-fill this position when not used.

c. The second part of the TIR number is used for the unique portion of the number. Normally, the numbering should start with one and be indexed by one for each TIR; however, separate blocks of numbers may be reserved (for example, for major item types, individual end items, or subsystems) and applied sequentially when desired. Since this field will be sorted upon, do not allow any intermediate positions to be left blank. All numbers will be right justified and zero-filled (for example, K2-EA00001, KC-A000101).

BLOCK 5. Test Agency: (cols. 19-38, X(20) maximum)

Enter the name of the test agency (Government or contractor) that is responsible for the conduct and reporting of this test. This is a "MUST FILL" block.

Note. Contact ATIRS to specify the exact test agency name prior to commencement of testing.

BLOCK 6. Test Sponsor: (cols. 59-78, X(20) maximum)

Enter the name of the program sponsor for this test. This consists of both the sponsor name (or the sponsor acronym, if the name is lengthy) and office symbol. This is a "MUST FILL" block and should not be changed regardless of test phase.

Note. Contact ATIRS to specify the program sponsor name prior to commencement of testing.

BLOCK 7. System: (cols. 14-27, X(14) maximum)

Enter the name of the system, which encompasses all major items to be included in the test program. This is a "MUST FILL" block.

Note. Contact ATIRS to specify the system name prior to commencement of testing.

BLOCK 8. Original Release Date: (cols. 68–78), X(11) maximum)

Enter the date (in DD MMM YYYY format) for the TI data original release.

BLOCK 9. (Reserved)

d. SECTION I—MAJOR ITEM DATA. Complete this section for every TIR that is prepared. With the exception of block 10 and possibly blocks 13 and 14, specific entries in these blocks are applicable only if the TIR applies to a single sample of the major item under test (for example, an identifiable tank). If the TIR is to apply to more than one sample of the major item, enter an appropriate general response (for example, ALL, SEE BLOCK 90, OFF-ITEM, N/A) in each applicable space or leave them blank. If “SEE BLOCK 90” is used, enter the appropriate values in block 90, either in tabular or narrative form.

Note. Test planning personnel must establish acceptable test-unique values for blocks 10, 13, 14, and 15 and the units for blocks 21 through 25, as a minimum, prior to commencement of testing.

BLOCK 10. Model: (cols 13–38, X(26) maximum)

Enter the model, type, or series descriptor for the major item to which this TIR applies. This is a “MUST FILL” block.

Note. Contact ATIRS to specify the model name prior to commencement of testing.

BLOCK 11. Serial #: (cols. 15–38, X(24) maximum)

Enter the major item serial number, if applicable. If this TIR is used to document an off-item repair, enter “OFF-ITEM” in this space.

BLOCK 12. USA #: (cols. 12–38, X(27) maximum)

Enter the major item USA registration number (or tail number), if applicable.

BLOCK 13. Mfr: (cols. 11–38, X(28) maximum)

Enter the name of the manufacturer of the major item, if known.

Note. Contact ATIRS to specify the manufacturer name prior to commencement of testing.

BLOCK 14. Contract #: (cols. 17–38, X(22) maximum)

Enter the contract number, purchase order number, or document number that pertains to the obtainment of the major item, if known.

Note. Contact ATIRS to specify the contract number prior to commencement of testing.

BLOCK 15. Item #: (cols. 13–38, X(26) maximum)

Enter the code that has been assigned to the end item, group of test items, or type of data against which this TIR is being written.

Note. This block is to be used by the tester to assign test-unique codes to enable easier tracking of data. In general, test-planning personnel should establish acceptable test-unique item number codes prior to the start of test. Begin by determining whether all end items to be tested are to be of the same group within the system or of different groups. Then identify each end item to be tested in each group and assign a unique item number code for each end item. Also assign additional item number codes for any specific types of data that are to be recorded as pertaining to all items within a specific group (for example, PUBS for publication comments). When assigning these codes, consider how the test data is to be stored and retrieved. If data from one or more groups of end items are to be retrieved and/or consolidated, consider using the first character(s) of the code as part of the data retrieval selection criteria.

BLOCKS 16 to 20. (Reserved) See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

BLOCKS 21 to 25. Test Life: (cols. 45–54, X(10) maximum) Units: (cols. 57–70, X(14) maximum)

Enter the test life of the major item at the time of the incident and its corresponding units of measure. Up to five types of major item test life may be entered.

Note. Contact ATIRS to specify the test life format and units prior to commencement of testing.

Examples of units of measure are miles, kilometers, rounds fired, flight hours, and so forth or abbreviations thereof. Test planning personnel should assign a specific unit of measure to each block for the duration of test, together with required spacing, justification, and composition of the test life and unit of measure entries. If a life period other than test life is to be recorded, so indicate (for example, TOT ODOM MILES).

BLOCKS 26 TO 29. (Reserved) See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

e. SECTION II—INCIDENT DATA. Complete this section for every TIR that is required. The blocks in this section pertain to summary information and basic incident data, to include the various classifications of the TIR and its scoring. Values entered in blocks 32 and 41 through 43 should be treated as preliminary when the TIR is first prepared. After the TIR has been scored at the RAM IPT or during the TIR closure process, submit a revised TIR (revising the values entered in blocks 32 and 41 through 43, as necessary) to reflect the various IPT agreements. The status of this scoring will be reflected in BLOCK 44.

Note. Test planning personnel will establish acceptable test-unique values for blocks 31, 34, 41, 42, 43, 46, 47 and possibly 48 and/or 49 prior to commencement of testing.

BLOCK 30. Title: (cols. 13–38, X(26) maximum)

Enter a title for the TIR or a brief summary of the information that is to be contained therein. This is a “MUST FILL” block. Be sure to stay within the space allowed.

BLOCK 31. Subsystem: (cols. 17–38, X(22) maximum)

Enter the name of the subsystem to which this TIR is to be charged to. This is a “MUST FILL” block.

Note. Contact ATIRS to specify the list of subsystem names prior to commencement of testing. The major item name and NONE are also acceptable values.

BLOCK 32. Incident Class: (cols. 22–33, X(12) maximum)

Enter the classification that is to be assigned to this TIR. This is a “MUST FILL” block. The only acceptable values are: CRITICAL, MAJOR, MINOR, INFORMATION.

BLOCK 33. Observed During: (cols. 23–38, X(16) maximum)

Enter the word or phrase that best describes the activity that was taking place when the event occurred that prompted the preparation of this TIR.

Note. Examples of typical test activity entries are: INIT, INSPECTION, RAM-D, SAFETY EVAL, OPERATION, INSPECTION, NON-MISSION, MAINTENANCE, TRANSPORT, DESK AUDIT, LOG EVAL, PERF EVAL, ENV EVAL.

BLOCK 34. Action: (cols. 14–38, X(25) maximum)

Enter the word or phrase that best describes any action that was taken or the major item following the event or incident.

Note. Prior to commencement of testing, contact ATIRS administrator to specify other acceptable values in addition to the examples below. Other values may be added by registering them with the ATIRS administrator.

Examples of entries for actions taken on the major item are: CLEARED, MAINTAINED, SUSPENDED TEST, OPERATED, DEFERRED MAINTENANCE, NONE, OPEN (maintenance has not been or was not completed).

BLOCK 35. (Reserved) See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

BLOCK 36. May be used to enter subtest elements or as indicated in paragraph 6, TIR Form Augmentation Procedures, of these instructions.

BLOCKS 37 to 39. (Reserved) See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

BLOCK 40. Date & Time: (cols. 58–77, X(20) maximum)

Enter the date and time when the event occurred that prompted the preparation of this TIR. In the case of a TIR reporting a failure, malfunction, discrepancy, defect, maintenance task, or hazard, this will be the date and time that the problem or event occurred, began, or was detected. For other TIRs, this will be the date and time associated with determination of the need for the TIR, assuming that the requisite information is available. This is a “MUST FILL” block. Format for entry is day, space, month, space, year (DD MMM YYYY), space, 24-hour time (HHMM), space, and time standard (DMZ), for example, 31 MAR 2001 2400 EST. Do not attempt to list a range of dates or multiple dates. Time and time standard may be omitted, if not known.

BLOCK 41. FD/SC STEP #: (cols. 58–77, X(20) maximum)

Enter the step number from the FD/SC decision tree flow chart for the test that best describes the rationale for the scoring of this TIR.

BLOCK 42. FD/SC Class: (cols. 58–77, X(20) maximum)

Enter the FD/SC classification that is to be assigned to this TIR.

Note. Contact ATIRS to specify the exact acceptable values prior to commencement of test.

Examples of typical FD/SC classification entries are: NO TEST, NON-RAM, SMA, MAF/MA, UMA, EMA/UMA, OMF/EMA/UMA, EFF, NEFF, SA/EFF.

BLOCK 43. Chargeability: (cols. 60–77, X(18) maximum)

Enter the FD/SC chargeability that is to be assigned to this TIR.

Note. Contact ATIRS for exact acceptable values prior to commencement of test.

Examples of typical FS/SC chargeability entries are: HARDWARE, TRAINING, ENVIRONMENT, SOFTWARE, PUBLICATIONS, TEST, CONDUCT, OPERATOR/CREW, SUPPORT EQUIP, GFE, MAINT PERSONNEL, MAINT HARDWARE, NOT APPLICABLE.

BLOCK 44. Incident Status: (cols. 62–73, X(12) maximum)

Enter the status that describes the method of arriving at values for blocks 32 and 41 through 43. Status entries are “PRELIMINARY” or “SCORED.” If the tester scored the data, enter “PRELIMINARY.” Enter “SCORED” if a formal committee such as a RAM IPT scored the data.

BLOCK 45. (Reserved) See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

BLOCK 46. Categories: (cols. 18–31, 33–46, 48–61, 63–76, X(14) maximum)

Enter the word or phrase from the following list that best describes the categories or test issues associated with this

TIR. All applicable categories will be submitted, with the primary category listed first. Acceptable values are: SAFETY, O&O, TEST ADMIN, PERFORMANCE, TRAINING, SOFTWARE, RAM, ENVIRONMENTAL, LOG SUPPORT, CORROSION, PHYSICAL, HUMAN FACTORS, and DESIGN.

BLOCK 47. Keywords: (cols. 18–31, 33–46, 48–61, 63–76, X(14) maximum)

Enter the word or phrase of vital importance. All applicable keywords will be submitted, with the primary keyword listed first.

Note. Before using these keyword blocks, contact ATIRS for a list of presently used keywords prior to commencement of test. Other values may be added by registering them with the ATIRS administrator.

BLOCK 48. Test Environment: (cols. 6–37, X(32) maximum)

Describe the test environment that existed when the event occurred that prompted preparation of this TIR. Use this space for information in addition to that which was entered in block 33 (Observed During). When applicable, cite the appropriate paragraph of a military standard or specification in this space. For operational tests, this block normally contains the mission profile that the system was performing at the time the incident occurred.

Note. Contact ATIRS for other acceptable values in addition to those listed below prior to commencement of test. Other values may be added by registering them with the ATIRS administrator.

Examples of test environment values are: AUTOMOTIVE PERFORMANCE, ARMAMENT TEST, ELECTRICAL SYSTEM TEST, LOGISTICS TEST, HIGH TEMPERATURE CHAMBER (Developmental Test); MISSION NO. XXXXXXXX (Operational Test)

Type: (cols. 39–60, X(22) maximum)

Examples of environmental type values include: PAVED, HILLY CROSS COUNTRY, Enter the environment type that best describes the type of environment in which the test is being conducted.

Note. Coordinate with ATIRS for a list of presently used phrases/words and to add any other phrases/words to the list prior to commencement of test.

VIBRATION, GRAVEL, SWAMP/MUD/HOG WALLOW, FUEL CONSUMPTION, WASHRACK, HORIZONTAL SLOPE, OBSTACLES, BELGIAN BLOCK, SIDE SLOPE, DYNAMOMETER, FORDING BASINS, ENVIRONMENTAL, CHAMBER, FIRING RANGE, LABORATORY, MAINT/REPAIR SHOP, NA

Condition: (cols. 62–77, X(16) maximum)

Enter the phrase that best describes the condition of the environment in which the test is being conducted.

Note. Coordinate with ATIRS for a list of presently used phrases/words and to add any other phrases/words to the list prior to commencement of test.

Examples of typical environment condition values include: DRY, DUSTY, HEAVY MUD, ICE AND SNOW, ICE, SNOW, LIGHT, MUD, WET, WET SNOW, ICE AND FOG, SAND, NA

BLOCK 49. Disposition: (cols. 19–77), X(16) maximum)

Enter the word or phrase that best describes disposition of any defective (failed) materiel that pertains to this TIR.

Note. Prior to commencement of testing, contact ATIRS administrator for other acceptable values in addition to the examples below. Other values may be added by registering them with the ATIRS administrator.

Examples of typical disposition values include: AWAITING INSTRUCTIONS, INSTALLED/REINSTALLED, TO BE HELD UNTIL (DATE), SCRAPPED, HELD FOR FAILURE ANALYSIS, REWORKED, TURNED IN TO SUPPLY, CANNIBALIZED, FORWARDED TO HIGHER LEVEL MAINTENANCE, MISSING/LOST, RETURNED TO (CONTRACTOR NAME), OTHER/SEE BLOCK 90, RETURNED TO (SPONSOR NAME), NOT APPLICABLE, SHIPPED PER SPONSOR.

f. SECTION III—INCIDENT SUBJECT DATA. The blocks in this section provide for the description of the TIR subject part or assembly (if any) and its next higher assembly. Complete this section if the TIR pertains in any way to an identifiable part or assembly, a major subassembly or subsystem, the major item itself, or a component of its SSP. If the subject of the TIR is to be a group of parts or assemblies of a given type, make sure that all entries to be made in the various blocks apply to the entire quantity that is being described.

If the parts or assemblies in the group have different values (for example, serial numbers, part numbers, part lives, and so forth), enter an appropriate general response (for example, SEE BLOCK 90, N/A, and so forth) in each applicable space or leave blank. Regardless of whether a part or a group of parts are of concern, provide in block 90 a tabulation of the parts used. Detailed instructions are provided in the block 90 instructions below. *Because section III contains summaries of data, its blocks should not be used to count parts without close deliberations.*

BLOCK 50. Name: (cols. 12–38, X(27) maximum)

Enter the name of the part or assembly being described as the TIR subject. Obtain it from the RPSTL. This is a “MUST FILL” block, if section III is used.

BLOCK 51. Serial #: (cols. 15–38, X(24) maximum)

Enter the serial number, lot number, or batch number for the item named in block 50.

BLOCK 52. FSN/NSN: (cols. 15–38, X(24) maximum)

Enter the Federal/National Stock Number for the item named in block 50. Obtain it from the RPSTL.

BLOCK 53. Mfr: (cols 11–38, X(28) maximum)

Enter the name of the manufacturer that built or produced the item named in block 50, if known or enter the Federal Supply Code of Manufacturer (FSCM) code from the RPSTL. Abbreviate as required.

BLOCK 54. Mfr Part #: (cols. 16–38, X(23) maximum)

Enter the manufacturer's part number for the item named in block 50. Obtain it from the RPSTL or from the part or assembly itself.

BLOCK 55. Drawing #: (cols. 16–38, X(23) maximum)

Enter the drawing number for the item named in block 50, if available.

Note. If desired, figure and item number references from the appropriate RPSTL may be entered in this block in lieu of a drawing number.

BLOCK 56. Quantity: (cols. 16–25, X(10) maximum)

Enter the quantity of the items that have been named in block 50. Refer to the introductory instructions for section III if the entry is to be greater than one. The number entered should be right justified. This is a "MUST FILL" block if section III is used.

BLOCK 57. Action: (cols. 14–38, X(25) maximum)

Enter the word or phrase that best describes what was done to the part or assembly named in block 50 following the event or incident. Enter NONE if no action was taken. This is a "MUST FILL" block if section III is used.

Note. Prior to commencement of testing, contact ATIRS administrator for other acceptable values in addition to the examples below. Other values may be added by registering them with the ATIRS administrator.

Examples of entries for actions taken on a part or assembly are: INSPECTED, CLEARED, TESTED, DIAGNOSED, DRAINED, SERVICED, OPERATED, FLUSHED, ADJUSTED, LUBRICATED, PURGED, ALIGNED/REPOSITIONED, DISASSEMBLED/ASSEMBLED, LOADED, CALIBRATED, REMOVED, ADDED, INSTALLED, MODIFIED, CHARGED, REPLACED, TORQUED/TIGHTENED, SLAVED, DISCONNECTED, REMOVED/REINSTALLED, UNLOADED, REPAIRED, SAMPLED OIL/FLUID, CLEANED/WASHED, OVERHAULED, REPAIRED, SAMPLED OIL/FLUID, CLEANED/WASHED, OVERHAULED, SAFETY WIRED/SECURED, HANDLED/JACKED, REBUILT, PAINTED/CURING/DRYING, NONE.

BLOCK 58 to 59. (Reserved) See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

BLOCK 60. FGC: (cols. 50–59, X(10) maximum)

Enter the Functional Group Code (FCG) to which the item named in block 50 belongs. Obtain it from the RPSTL, MAC, or TB 750–93–1.

BLOCK 61. LSA #: (cols. 51–77, X(27) maximum)

Enter the LSA Control Number of the item named in block 50, if applicable. Obtain it from the LSAR for the system, if available.

BLOCKS 62 to 64. Part Life: (cols. 45–54, X(10) maximum)

Units: (cols. 57–70 X(14) maximum)

Enter the true life, if known, of the item named in block 50 and its corresponding units of measure. If true life is unknown, enter test life. If the part or assembly is new, enter 0 (zero). Up to three (3) types of part life may be entered. An optional "When Repaired" of a maximum field length of 10 characters might be used on certain projects. In such case, only the first six (6) characters of "Units" are printed on the TIR in order to fit required data on one line.

Note. Contact ATIRS for the part life format and units prior to commencement of testing.

Test planning personnel should either assign a specific unit of measure to each block for the duration of test (the same as for blocks 21, 22, 23, 24, or 25) or designate one or more units of measure to be used with specific parts, assemblies, or subsystems of the major item (that is, the most appropriate units). Required spacing, justification, and composition of the part life and unit of measure entries should also be assigned. The program manager should provide part life data if the data are not known.

Note. Part life should be right justified. Decimal values and part life units should be left justified for blocks 62 through 64.

BLOCK 65. Next Assy: (cols. 56–77, X(22) max)

Enter the name of the next higher assembly to the item named in block 50. Obtain it from the RPSTL. The program manager should provide this information if the RPSTL does not exist.

BLOCK 66. Serial #: (cols 54–77, X(24) max)

Enter the serial number, if applicable, of the item named in block 65.

BLOCK 67. Software Version #: (cols. 64–77, X(14) max)

Enter the computer software configuration item name when categories (block 46) or chargeability (block 43) is SOFTWARE.

BLOCKS 68 and 69. (Reserved) See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

g. **SECTION IV—MAINTENANCE DATA.** This section is used for summarizing data from all applicable maintenance tasks or actions that were performed on the end item identified in block 10 as a result of the event or incident

being described on this TIR. Complete this section if maintenance was performed. If maintenance is known to be required but is not performed immediately, complete this section with all available known data, leaving the remaining spaces blank. When the maintenance is eventually performed, revise and update the data in this section and on the remainder of the TIR to reflect the additional information learned during the maintenance. Provide in block 90 a tabulation of the clockhours and manhours by maintenance level and type. Detailed instructions are provided in the block 90 instructions below. *Because the blocks in section IV contain summaries of data, they will not be used to calculate supportability indices (for example, mean time to repair (MTTR) and maintenance ratio (MR)) without close deliberations.*

Note. The tester establishes acceptable test-unique values for blocks 80 through 83 via the T&E; WIPT process.

BLOCKS 70 and 71. Diagnostic Clockhours/Manhours: (cols. 31–37, X(7) max)

Enter the chargeable clockhours and chargeable manhours required to perform the diagnostic (fault location) portion of maintenance for all tasks or actions described on this TIR, regardless of maintenance level. Data are to be reported in the format HHHH:MM.

BLOCKS 72 AND 73. Total Maint Clockhours/Manhours: (cols. 31–37, X(7) max)

Enter the chargeable clockhours and chargeable manhours required to perform all maintenance for all tasks or actions being described on this TIR, regardless of maintenance level. Include all diagnostic time from blocks 70 and 71. Data are to be reported in the format HHHH:MM.

BLOCKS 74 TO 79. (Reserved). See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

BLOCK 80. Type: (cols. 51–77, X(27) max)

Enter the word or phrase that best describes the type of maintenance that was performed. Make sure that the entry does not conflict with any scoring entered in blocks 41 through 43. This is a “MUST FILL” block if section IV is used.

Note. Prior to commencement of testing, contact ATIRS administrator for other acceptable values in addition to the examples below. Other values may be added by registering them with the ATIRS administrator.

Examples of entries for maintenance type are: UNSCHEDULED, ESTIMATED, SCHEDULED, SIMULATED, NO TEST.

BLOCK 81. Level Used: (cols. 57–77, X(21) max)

Enter the name of the highest maintenance level that was actually used to perform any of the maintenance being described in this TIR. This is a “MUST FILL” block if section IV is used.

BLOCK 82. Level Prsc: (cols. 57–77, X(21) max)

Enter the name of the highest maintenance echelon prescribed in the MAC that should have been used during this incident. Stated another way, this is the lowest maintenance level that is prescribed in the MAC or technical manuals as being authorized to perform all of the maintenance being described in this TIR. If no level is prescribed, enter “NONE” or “UNKNOWN,” as applicable.

BLOCK 83. Level Recm: (cols. 57–77, X(21) max)

Enter the name of the maintenance level that the tester recommends for this maintenance, if different from the prescribed level entered in block 82.

Note. Prior to commencement of testing, contact ATIRS administrator for other acceptable values in addition to the examples below. Other values may be added by registering them with the ATIRS administrator.

Examples of acceptable maintenance level entries in hierarchical order for blocks 81 to 83 are:

For Non-Aviation Systems: CREW/OPERATOR, UNIT, UNIT/DS ASSIST, CONTR UNIT, DS/UNIT ASSIST, DIRECT SUPPORT, CONTR DIRECT SUPPORT, CONTR CONTACT TEAM, GENERAL SUPPORT, CONTR GENERAL SUPPORT, SPECIAL REPAIR ACTY, DEPOT, CONTR/UNKNOWN LEVEL

For Aviation Systems: CREW/OPERATOR,UNIT (AVUM), AVUM/AVIM ASSIST, CONTR AVUM, AVIM/AVUM ASSIST, INTERMEDIATE (AVIM)/DS, CONTR AVIM/DS, CONTR CONTACT TEAM, INTERMEDIATE (AVIM)/GS, CONTR AVIM/GS, SPECIAL REPAIR ACTY, DEPOT, CONTR/UNKNOWN LEVEL

Values of NONE and UNKNOWN are also acceptable for block 82 but should not be used with blocks 81 or 83.

BLOCKS 84 to 89. (Reserved) See paragraph V–14 (TIR Form Augmentation Procedures) of this appendix.

h. SECTION V—INCIDENT/MAINTENANCE DESCRIPTION. Complete this section for every TIR that is prepared. The use of upper-case and lower-case letters in block 90 is permitted and encouraged. Section V is a variable length narrative. If desired, it may be composed of several preprogrammed elements from other data entry systems (for example, short narrative, full description, and tabulated fillers and spaces for maintenance subtasks performed, parts used, and tools used).

BLOCK 90. First Line: (cols. 6–77, X(72) max)

Start the first line in column 6 on the same line as the number “90.” On the remainder of the line, enter a brief summary of the incident that is being described on this TIR. For example, “TRANSMISSION CLUTCH PACK

WORN, NO REVERSE, FAULT LOCATION ONLY” or “TRANSMISSION REMOVED AND REPLACED BECAUSE OF WORN CLUTCH PACK.” Be sure to stay within the space allowed on the line. This is a “MUST FILL” line.

Subsequent Lines: (cols. 2–77, X(76) max)

On subsequent lines, fully describe the incident or event and any resultant maintenance tasks. This is a “MUST FILL” block. Use as many lines as are necessary and continuation sheet(s), if required. Use complete sentences and proper paragraph structuring, numbering, and indentation. Enter table headings and values as required to amplify the narrative. Use footnotes, if applicable. If desired, skip lines to separate paragraphs, space tables and table headings, and isolate footnotes.

Provide answers to as many of these questions as possible: What happened? How did it happen? How was it discovered? Where did it happen? Under what conditions did it happen? Why did it happen? What actions, if any, were taken? Include additional description in instances where entries made in sections I through IV require further clarification. Include reasons and/or justification for incident classification assignments and scoring if they are not self-explanatory. For TIRs pertaining to an accident or environmental release, describe any resultant injuries or property damage. Include the word “safety” or “health” and a risk assessment code (for example, Cat I–A) per MIL–STD–882D, if applicable.

Whenever possible, indicate if the cause of the incident or event is improper design (for example, improper material, overstressing, interfering parts, or other design problems), improper manufacture, and operator/maintainer induced. Describe any positive actions or suggested solutions that appear capable of correcting the problem or would prevent future incidents of this type from occurring.

TIRs, which report subtest results, will identify the name of the individual subtest and state the test results. Discuss the analytical procedures used and test measurement accuracy. Ensure that only factual data are contained in this paragraph. A caution “Preliminary Data -- Subject to Further Review” leads into the following format of information: “a. Reference Test Plan, subtest (*fill in subtest*), paragraph (*fill in paragraph*), dated (*fill in date*). b. Summary of Results. c. Abbreviated Analysis.” The program manager or evaluator may request additional data to be in the TI data, if needed.

Reference any hard-copy reports, sketches, photographs, or correspondence containing classified information on the incident or event that are being forwarded separately. Do not include any classified information in this block or, for that matter, in any other block on the TIR.

Revise or update this description as more information becomes available or if additional maintenance tasks are performed as a result of the event or incident. Identify revised information with the heading on a separate line: “Revision,” the date of the revision, and test life. Enter the name of the person who is responsible for the revised information, if other than shown in block 98. The test director is the person ultimately responsible for any TIR changes. For each TIR revision involving changes to data in sections I through IV, change the original data, then enter a brief description of the changes and the reason(s) for the changes. All original data in block 90 are retained during TIR revision to ensure data integrity. Revisions may add data or change erroneous data by citing the old and adding the correction.

(1) *Maintenance time information.* After the descriptive narratives, provide a tabulation of maintenance time information for the maintenance actions performed as follows: maintenance level/echelon, maintenance type, clockhours, and manhours. After allowing for a blank line, begin the tabulation with the header “MAINTENANCE TIME BREAKDOWN” starting in column 27. With no blank lines to separate, provide the maintenance information. Use the following header conventions in naming the columns (table V–1).

Table V–1
Header conventions for maintenance time

Content	Header	Maximum length	Beginning position
Date maintenance started (YYMMDD format)	DateSt	6	2
Date maintenance ended (YYMMDD format)	DateEd	6	9
Time started (4-digit 2400 hour clock format)	TmSt	4	16
Time ended (4-digit 2400 hour clock format)	TmEd	4	21
Maintenance level/echelon	Level	5	26

Table V-1
Header conventions for maintenance time—Continued

Content	Header	Maximum length	Beginning position
Administrative and logistic delay hours	Delay	10	32
Maintenance type	Type	4	43
Diagnostic clockhours (HHHH:MM format)	Dghrs	6	48
Total maintenance clockhours (HHHH:MM format)	Tmhrs	6	55
Diagnostic manhours (HHHH:MM format)	Dmmhrs	6	62
Total maintenance manhours (HHH:MM format)	Tmmhrs	6	69
Applicable (Y) or not applicable (N)	App	1	77

(2) *Maintenance level content.* The maintenance level content is to contain no more than 5 characters. The maintenance type content is to contain no more than 4 characters. The characters allowed for these values are less than those allowed for blocks 80 and 81 because of the use of abbreviations to save space. The applicable time (App) is a marker that can be used to denote which maintenance periods are applicable for calculating supportability indices. Normally, “App” is not used. It is used as an aid to help differentiate maintenance times when not all times are usable for logistic supportability index calculations. The intent is to ensure all maintenance data are recorded.

Use the following abbreviations for the more common maintenance levels: CREW (Crew), UNIT (Unit), DS (Direct Support), GS (General Support), AVUM (Aviation Unit Maintenance), AVIM (Aviation Intermediate Maintenance), SRA (Special Repair Activity), DEPOT (Depot), CONTR (Contractor).

Use the following abbreviations to indicate the more common maintenance types: NT (No Test), U (Unscheduled maintenance action), S (Scheduled maintenance action), EST (Estimated maintenance action), SIMU (Simulated maintenance action).

(3) *Part information.* After the description narratives, provide a tabulation of parts used. After entering a blank line, begin the tabulation with the header “PARTS DATA” starting in column 35. Leaving no blank lines after the header, provide the following part information: nomenclature; FGC: numerical control identification(s) such as the serial number or FSN/NSN or manufacturer part number (whichever is available for the test item); part life; maintenance level/echelon prescribed for replacement; quantity; and action taken on the part. The program manager will provide the part information to the tester if information is lacking to complete the part information on a TIR. Use the following header conventions in naming the columns (table V-2).

Table V-2
Header conventions for part information

Content	Header	Maximum length	Beginning position
Nomenclature	Nomenclature	19	2
FGC	FGC	4	22
Serial number	Serial #	24	27
or FSN/NSN	FSN/NSN	24	27
or Manufacturer number	MfrPart #	22	27
Part life	PartLife	7	52
Maintenance level/echelon	Level	5	61
Quantity	Qty	4	67
Action	Action	7	72

(4) *Number of characters.* The number of characters allowed cannot exceed those specified for the corresponding blocks in section III and, depending on actual information content, can be even shorter. The nomenclature content is to contain no more than 27 characters (the same as block 50). The FGC code is only 4 characters long; the extra 10 character length is to accommodate extra information if needed. The units for the part life will normally be the same as used in block 62. In the header, the actual part life units will be substituted in place of "Part Life."

BLOCKS 91 through 95. These blocks are to be used in a similar fashion as block 90. See paragraph V-14 (TIR Form Augmentation Procedures) of this appendix.

BLOCKS 96 and 97. (Reserved to demarcate beginning of maintenance-time-breakdown and parts data in the data stream)

i. *TIR responsibilities area.* Fill in the responsibility blocks (blocks 98 and 99) on every TIR that is prepared. Each responsibility block may be three lines maximum, X(34) maximum per line. Leave one blank line between the command line and the name(s) of the individual(s).

Note. Test planning personnel should establish acceptable entries for some, if not all, of the information to be entered in blocks 98 and 99 prior to commencement of testing.

BLOCK 98. Name, Title, & Phone of Preparer: (cols. 6-39, X(34) max)

Enter the name, title, and telephone number of the person responsible for the content and validity of the information in this TIR. This is a "MUST FILL" block.

BLOCK 99. Releaser: (cols. 45-78, X(34) max)

Enter the releaser block as required by the tester. This is a "MUST FILL" block.

Note. This is the end of the TI data portion of the TIR.

V-12. Completion of section VI of a Test Incident Report

Specific instructions follow for completing blocks 100 through 109 of the TIR. Data stream examples are at figure V-4.

BLOCK 100. CA Status: (cols. 7-16, X(10) max)

Enter: OPEN, PROPOSED, VERIFIED, REVIEWED, COMPLETED, INCOMPLETE, or NOT REQD to indicate the status of the corrective action. This is a "MUST FILL" block.

BLOCK 101. CA Entry Date: (cols. 33-52, X(20) max)

Enter the date (in DD MMM YYYY format) that the CA data are released for submittal. If the CA data are revised, the entry date changes with each new release and submission. A revision number is assigned for each revision. This is a "MUST FILL" block. Example follows:

Original CA data: 04 OCT 2000 Revised CA data: 06 OCT 1993 REV# 01

BLOCK 102. CA Date Reviewed: (cols. 59-69, X(11) max)

Enter the date (in DD MMM YYYY format) that the corrective action review team reviewed the CA and verified it as appropriate and effective. Review may be by correspondence or electronic media (telephone, teleconference, e-mail, facsimile). This date is entered when complete concurrence has been obtained (to include resolution of elevated issues). If review was by correspondence or electronic media, then use the date when final coordination was achieved. block 100 would be annotated REVIEWED. This is a "MUST FILL" block if the CA review team verifies the CA.

BLOCK 103. CA Date Proposed: (cols. 7-17, X(11) max)

Enter the date (in DD MMM YYYY format) that the program manager submits a potentially acceptable CA. Once entered, it will not change unless an error was made. Block 100 would be annotated PROPOSED. This is a "MUST FILL" block if a CA is proposed.

BLOCK 104. CA Date Verified: (cols. 33-43, X(11) max)

Enter the date (in DD MMM YYYY format) that test or analysis verified the CA as adequate. Block 100 would be annotated VERIFIED. This is a "MUST FILL" lock when the CA action is verified as adequate.

BLOCK 105. CA Date Completed: (cols. 59-69, X(11) max)

Enter the date (in DD MMM YYYY format) that the CA was approved for production and no further actions are required. This block is not a required entry for a CA Status of NOT REQD. This is a "MUST FILL" block if block 100 contains COMPLETED.

BLOCKS 106 to 109. (cols. 2-77, X(76) max)

Space is provided for entering four different types of narratives that pertain to the corrective action. The four narrative types, together with their respective block numbers, are as follows:

106. Developer's Analysis of Problem.
107. Status/Description of Corrective Action.
108. Test Results on Corrective Action.
109. Planned Production Implementation.

Enter the block number and the title for the type of narrative that is being addressed; then prepare and enter the narrative. The use of upper-case and lower-case letters is permitted and encouraged. Use complete sentences and proper

paragraph structuring, numbering, and indentation. Enter table headings and values as required to amplify the narrative. Use footnotes, if applicable. If desired, skip lines to separate paragraphs, space tables and table headings, and isolate footnotes.

Use as many lines as are necessary for each narrative type. Complete one narrative and add a line of dashes before beginning another narrative. Complete the narrative before continuing on to another block. Keep the narratives in order by block number. Each of the narratives is “MUST FILL” blocks.

Limit the narratives to the corrective action and related incident reports. Reference any hard-copy reports; sketches, photographs, or correspondence containing classified information that is being distributed separately. Do not include any classified information in the narratives or, for that matter, in any other blocks.

Revise or update the narratives as more information becomes available. Identify revised information with the heading on a separate line: “Revision” and the date of the revision. All original narrative data are retained during corrective action revision to ensure data integrity. Revisions may add data or change erroneous data by citing the old and adding the correction.

V-13. Pagination procedures

Page breaks are unnecessary in TIRs that are distributed electronically but may be present when hard copy distribution is being made. The location of the page break is left to the discretion of the preparer. Ideally, the page break should not leave a section title on one page and begin the data on the next. At the desired page break, end the page with the following centered line: “----- (continued on next page) -----” Start each new page with a header of “TIR Number:” flush left and “Page Number:” flush right (see fig V-1 (page 2) for example). Regardless of the number of pages, always end the TI data portion with the responsibility blocks (blocks 98 and 99) and a row of hyphens.

V-14. TIR form augmentation procedures

a. The TIR Form is a sequenced set of standardized record formats, each format containing either predetermined fillers or a combination of fillers and spaces for entering data. The form may be subjected to automated document processing. Successful processing by the method being used depends upon rigid adherence to the record sequence and the use and content of each record format.

b. During processing, the computer will look for particular data elements in specific locations on the form as depicted by the fillers. Therefore, fillers on the TIR form must not be altered with respect to location or content, and the locations and field lengths of the blocks for entering data should not be changed.

c. Limited provisions have been made to allow for tailoring of the TIR form by test planning personnel to accommodate test-unique or commodity-unique data entry blocks.

(1) Blocks 9, 16-20, 26-29, 35, 37-39, 45, 58-59, 68, 69, 74-79, 84-89, and 91-95 are reserved. These blocks will be used only after agreement from the T&E community. This decision will be made at an ATIRS Users Group Conference.

(2) In section II, block 36 may be used for added test-unique or commodity-unique data.

d. Special Requirements Data (block 36) consist of the following: name of the element, a colon, a space, and the element value. The element name, colon, space and element value are not to exceed 34 characters. Once a block is used, it will remain in use and maintained throughout the test. See figure V-2 for example.

e. Data collection procedures for all test-unique and commodity-unique additions should also be established and disseminated prior to start of test.

HEADER DATA

Field Name	Field Length (Fixed)	Field Position (Fixed)	Instructions
Data Item	1	1	0 – Indicates test incident information. Only the tester can originate this information. 1 – Indicates corrective action information. Only the test sponsor can originate this information. 2 – Indicates both test incident and corrective action information. Only the DTC Automated Data Collection System (ADACS) database can originate this combined information. 3 – Indicates ADACS data from ATTC.
Markings	1	2	0 – Unclassified 1 - FOUO
Version #	2	3-4	Version number; this version number is 0.
Sender's Phone #	20	5-24	Commercial Phone #.
Project #	20	103-122	Test Project # (TIRs only).
Submittal Date	6	123-128	Date of submittal in YYMMDD format.
Submitter	20	129-148	Point of contact responsible for submission of data.
Reserved	10	149-158	Reserved for future use.

TEST INCIDENT DATA

Block Number Block Name	Field Length (Maximum)	Instructions
~~1 Release Date	9	DD MMM YYYY
~~2 Test Title	34	
~~3 Test Project #	20	
~~4		

Figure V-3 (PAGE 1). Test Incident data stream

TIR #/Revision	10/2	Omit slash if TIR is not revised
~~5		
Test Agency	20	
~~6		
Test Sponsor	20	
~~7		
System	14	
~~8		
Original		
Release Date	9	DD MMM YYYY
~~9		Reserved
~~10		
Model	26	
~~11		
Serial #	24	
~~12		
USA #	27	
~~13		
Mfr	28	
~~14		
Contract	22	
~~15		
Item #	10	
~~16		Reserved
~~17		Reserved
~~18		Reserved
~~19		Reserved
~~20		Reserved
~~21		
Test Life	10	
Life Units	14	
~22		
Test Life	10	
Life Units	14	
~~23		
Test Life	10	
Life Units	14	
~~24		
Test Life	10	
Life Units	14	
~~25		
Test Life	10	
Life Units	14	
~~26		Reserved
~~27		Reserved
~~28		Reserved
~~29		Reserved

Figure V-3 (PAGE 2). Test Incident data stream—Continued

~~30		
Title	26	
~~31		
Subsystem	22	
~~32		
Incident Class	12	
~~33		
Observed		
During	16	
~~34		
Action	25	
~~35		Reserved
~~36		
Element Name:		Not to exceed 34 for name and value (including : and spacing)
Element Value:		
	Repeat for the number of names and values that are being collected.	
//	2	End of repeating blocks indicator.
~~37		Reserved
~~38		Reserved
~~39		Reserved
~~40		
Date Occurred	9	DD MMM YYYY
Time	4	
Time Standard	4	
~~41		
FD/SC Step #	20	
~~42		
FD/SC Class	20	
~~43		
Chargeability	18	
~~44		
Incident Status	12	
~~45		Reserved
~~46		
Category	14	May be repeated 4 times. Separate each item by a comma.
~~47		
Keywords	14	May be repeated 4 times. Separate each item by a comma.
~~48		
Test Environment	32	
Type	22	
Condition	16	
~~49		
Defective		
Material	59	

Figure V-3 (PAGE 3). Test Incident data stream—Continued

~~50		
Name	27	
~~51		
Serial #	24	
~~52		
FSN/NSN	24	
~~53		
Mfr	28	
~~54		
Mfr Part #	22	
~~55		
Drawing #	23	
~~56		
Quantity	10	
~~57		
Action	25	
~~58		Reserved
~~59		Reserved
~~60		
FGC	10	
~~61		
LSA #	27	
~~62		
Part Life	10	
Part Units	14	If "When Repaired" is used, the displayed "Parts Units" length will be truncated to 6 characters.
When Repaired	10	
~~63		
Part Life	10	
Part Units	14	If "When Repaired" is used, the displayed "Parts Units" length will be truncated to 6 characters.
When Repaired	10	
~~64		
Part Life	10	
Part Units	14	If "When Repaired" is used, the displayed "Parts Units" length will be truncated to 6 characters.
When Repaired	10	
~~65		
Next Assembly	22	
~~66		
Serial #	24	
~~67		
Software Version	14	
~~68		Reserved
~~69		Reserved
~~70		
Diag Clockhours	7	hhhh:mm

Figure V-3 (PAGE 4). Test Incident data stream—Continued

~~71		
Diag Manhours	7	hhhh:mm
~~72		
Total Maint		
Clockhours	7	hhhh:mm
~~73		
Total Maint		
Manhours	7	hhhh:mm
~~74		Reserved
~~75		Reserved
~~76		Reserved
~~77		Reserved
~~78		Reserved
~~79		Reserved
~~80		
Type	27	
~~81		
Level Used	21	
~~82		
Level Prescribed	21	
~~83		
Level		
Recommended	21	
~~84		Reserved
~~85		Reserved
~~86		Reserved
~~87		Reserved
~~88		Reserved
~~89		Reserved
~~90		
Incident		
Description	76	This is a repeating field. There is no need to repeat Block #.
//	2	Forward slash to end description for block 90.
~~91		Reserved
~~92		Reserved
~~93		Reserved
~~94		Reserved
~~95		Reserved
~~96		Additional Data – These are data blocks not covered anywhere above. Repeat as many as needed, including block #. If any data is missing, represent with a blank line.
Maintenance		
Start Date	6	YYMMDD
Maintenance		
End Date	6	YYMMDD

Figure V-3 (PAGE 5). Test Incident data stream—Continued

Time Started	4	24-hour clock time
Time Ended	4	24-hour clock time
Maintenance Level/Echelon	21	Although a maximum of 21 characters is shown (following block 81 field length), only the first 5 characters are displayed on the TIR form in order to accommodate all specified Maintenance Time breakdown information on one line. Provide as much complete information as possible within the first 5 characters.
Admin & Logistic Delay Time	6	
Maintenance Type	4	
Diagnostic Clockhours	7	Although a maximum of 7 characters is shown (following blocks 70-73 field lengths), only the first 6 characters are displayed on the TIR form to allow all specified Maintenance Time Breakdown information on one line. Provide as much complete information as possible within the first 6 characters.
Total Maintenance Clockhours	7	
Diagnostic Manhours	7	
Total Maintenance Manhours	7	
Maintenance Chargeability	1	Yes (Y) or No (N) Repeat as many as needed, including block #. If any data is missing, represent with blank lines.
~97		
Nomenclature	27	Although a maximum of 27 characters is shown (following block 50 field length), only the first 19 characters are displayed on the TIR form to allow all specified Parts Data information on one line. Provide as much complete information as possible within the first 19 characters.
FGC	10	Although a maximum of 10 characters is shown (following block 60 field length), only the first 4 characters are displayed on the TIR form to allow all specified Parts Data information on one line. Provide as much complete information as possible within the first 4 characters.
Serial #	24	
FSN/NSN	24	
Manufacturer's Part #	22	
Part Life	10	Although a maximum of 10 characters is shown (following blocks 62-64 field lengths), only the first

Figure V-3 (PAGE 6). Test Incident data stream—Continued

Part Units	14	7 characters are displayed on the TIR form in order to accommodate all specified Parts Data information on one line. Provide as much complete information as possible within the first 7 characters. Although a maximum of 14 characters is shown (following blocks 62-64 field lengths), only the first 7 characters are displayed on the TUR form in order to accommodate all specified Parts Data on one line. Provide as much complete information as possible within the first 7 characters. The information contained in this data element is displayed in place of "Part Life" in the header.
Maintenance Level/Echelon	21	Although a maximum of 21 characters is shown (following blocks 82-83 field lengths), only the first 5 characters are displayed on the TIR form in order to accommodate all specified Parts Data on one line. Provide as much complete information as possible within the first 5 characters.
Quantity	10	Although a maximum of 10 characters is shown (following block 56 field length), only the first 4 characters are displayed on the TIR form in order to accommodate Parts Data on one line. Provide as much complete information as possible within the first 4 characters. This entry must be numeric.
Action	25	Although a maximum of 25 characters is shown (following block 57 field length), only the first 7 characters are displayed on the TIR form in order to accommodate all specified Parts Data on one line. Provide as much complete information as possible within the first 7 characters.
~98		
Preparer's Name	34	
Preparer's Title	34	
Preparer's Phone #	34	
~99		
Releaser's Name	34	
Releaser's Title	34	
Releaser's Phone #	34	
-9		End of file indicator.

Example - Test Incident Data Stream

```
00 04105559413      jdoe@testplace. army.mil      etc., etc., <cr> <lf>
~1 <cr> <lf>
```

Figure V-3 (PAGE 7). Test Incident data stream—Continued

92013 <cr> <lf>
~2 <cr> <lf>
PQT OF SMALL WIDGETS <cr> <lf>
~3 <cr> <lf>
9-ZZ-999-999-999 <cr> <lf>
~4 <cr> <lf>
K2-B999999 <cr> <lf>
~36 <cr> <lf>
Subsystem Code: <cr> <lf>
1 <cr> <lf>
Hazard Severity: <cr> <lf>
na <cr> <lf>
Sub Cause: <cr> <lf>
Main Battle Tank <cr> <lf>
Sub Cause Code: <cr> <lf>
1 <cr> <lf>
~81 <cr> <lf>
ORG <cr> <lf>
~82 <cr> <lf>
DS <cr> <lf>
~83 <cr> <lf>
ORG <cr> <lf>
~90 <cr> <lf>
Misalignment problem discovered. <cr> <lf>
During the initial phase inspection, an alignment problem was <cr> <lf>
noted between widge A and tab B. No further action was <cr> <lf>
taken at this time. <cr> <lf>
// <cr> <lf>
-9 <cr> <lf>

Figure V-3 (PAGE 8). Test Incident data stream—Continued

HEADER DATA

Field Name	Field Length (Fixed)	Field Position (Fixed)	Instructions
Data Item	1	1	0 - Indicates test incident information. Only the tester can originate this information. 1 - Indicates corrective action information. Only the test sponsor can originate this information. 2 - Indicates both test incident and corrective action information. Only the DTC ADACS database can originate this combined information. 3 - Indicates ADACS data from ATTC.
Markings	1	1	0 - Unclassified 1 - FOUO
Version #	2	3-4	Version number.
Sender's Phone #	20	5-24	Commercial Phone #
Sender's E-Mail	78	25-102	
Project # Submittal	20	103-122	Test Project # (TIRS only)
Date	6	123-128	Date of submittal in YYMMDD format.
Submitter	20	129-148	Point of contact that submitted the data.
Reserved	10	149-158	Reserved for future use.

CORRECTIVE ACTION DATA

Block Number Block Name	Field Length (Maximum)	Instructions
~0 CA Action #/Revision	10/2	This data field is not on the TIR form. It is used to distinguish one corrective action from another when multiple corrective actions occur on test incidents. Any convenient sequencing scheme may be used. If omitted, Corrective Action # will be generated. Do not use TIR # as Corrective Action #. When

Figure V-4 (PAGE 1). TIR Corrective Action data stream

doing a revision, CA # and the revision # must be present. "Revision" is the revision number of the submitted DA data and is displayed in the CA entry data block.

~3		
Test Project #	20	
~4		
TIR #	10	This is a repeating field.
//	2	End of TIR # indicator.
~100		
CA Status	8	
~101		
CA Entry Date	9	DD MMM YYYY
~102		
CA Date Reviewed	9	DD MMM YYYY
~103		
CA Date Proposed	9	DD MMM YYYY
~104		
CA Date Verified	9	DD MMM YYYY
~105		
CA Date Completed	9	DD MMM YYYY
~120		
Developer's Analysis of Problem	76	This is a repeating field.
//	2	End of Description for Block 106.
~121		
Status/Description of Corrective Action	76	This is a repeating field.
//	2	End of Description for Block 107
~122		
Test Results on Corrective Action	76	This is a repeating field.
//	2	End of Description for Block 108.
~123		
Planned Production Implementation	76	This is a repeating field.
//	2	End of Description for Block 109.
-9	2	End of record indicator.

NOTE: Do not leave any blank lines at the beginning or end of this file.

Example - Corrective Action Data Stream

10 041055594 1 3 sponsor@matplace. army.mil etc., etc., <cr> <lr>

Figure V-4 (PAGE 2). TIR Corrective Action data stream—Continued
